



Migrant Education Office Federal Program Monitoring Technical Assistance Presentation 2014–15

August 1 and 6, 2014

CALIFORNIA DEPARTMENT OF EDUCATION

Tom Torlakson, State Superintendent of Public Instruction



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Welcome!

Introductions of California Department of Education (CDE) Migrant Education Office (MEO) staff who will be conducting on-site and online Federal Program Monitoring (FPM) reviews:

Salvador Arriaga

Jamie Contreras

Flori Huitt

Elvia McGuire

Nancy Zarenda



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Presentation Objectives

Participants will gain knowledge and understanding of:

- the most frequent non-compliant Migrant Education (ME) Program items
- the legal ME requirements that are monitored through the FPM process



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Presentation Objectives (Continued)

Participants will gain knowledge and understanding of:

- the required documents to present as evidence of compliance
- essential ME objectives as outlined in the ME/FPM “Instrument”



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Federal Program Monitoring

- State and federal laws require the CDE to monitor MEs in local educational agencies (LEAs) through the FPM process (Section 200.84).
- The ME monitoring instrument is used by the CDE reviewers and by the LEAs to monitor and self-monitor for state and federal requirements and compliance.



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California Department of Education/Migrant Education Office Responsibility

The CDE/MEO is charged with ensuring that the laws, regulations, and guidelines of the United States Department of Education/Office of Migrant Education are complied with by both the State and all participating LEAs.



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Instrument Categories

Category I	= Involvement
Category II	= Governance and Administration
Category III	= Funding
Category IV	= Standards, Assessment, and Accountability
Category V	= Staffing and Professional Development
Category VI	= Opportunity and Equal Educational Access
Category VII	= Teaching and Learning
Category VIII	= Identification, Recruitment, and Quality Control



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On-site Instrument Items

Category I:	Two (2) Items
Category II:	Five (5) Items
Category III:	Three (3) Items
Category IV:	One (1) Item
Category V:	One (1) Item
Category VI:	Two (2) Items
Category VII:	One (1) Item
Category VIII:	One (1) Item



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On-Line Reviews

- I-1 Parent Advisory Council
- I-2 Consultation with Private Schools
- II-3 Migrant Region Services
- III-8 Use of Funds
- III-9 Supplement, Not Supplant
- IV-11 Evaluation, Assessment, Effectiveness
- V-12 Staffing
- VI-13 Equal Opportunity
- VII-15 Educational and Other Services
- VIII-16 Identification, Recruitment, and Quality Control



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Most Frequent Non-Compliant Migrant Education Online Findings for 2013–14

Finding Number	Finding Description (most frequent findings)
I-01	Parent Advisory Councils
III-08	Use of Funds
III-09	Supplement, Not Supplant
IV-11	Evaluation, Assessment, and Effectiveness
V-12	Staffing
VII-15	Educational and Other Services



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Most Frequent Non-Compliant Migrant Education On-Site Findings for 2013–14

Finding Number	Finding Description (most frequent findings)
I-03	Migrant Regional Services
II-04	Governance District Services
II-06	Implements and Monitors LEA Plan



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I-ME 01:

Parent Advisory Councils

District and regional parent advisory councils (PACs) fulfill their responsibilities to:

- (a) Establish ME goals, objectives, priorities.
- (b) Review annual needs assessments, program activities for each school, and individualized educational plans.
- (c) Advise on the selection, development, and reassignment of ME staff.
- (d) Be actively involved in the planning and negotiation of Regional Applications (RA) and District Services Agreements (DSA).



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I-ME 01:

Parent Advisory Councils (Continued)

- 1.1: Members of the council were elected by parents of migrant students at a general meeting to which all parents of ME enrolled students were invited.
- 1.2: The composition of the council is determined by parents of children enrolled in the ME.



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I-ME 01:

Parent Advisory Councils (Continued)

- 1.3: At least two-thirds of the council consists of parents of migrant children.
- 1.4: The LEA trains councils in their responsibilities.
- 1.5: The RA and DSA are presented to parents in a format and language understandable to them.



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I-ME 01:

Parent Advisory Councils

Document Evidence

- ME Parent Advisory Council (PAC) Officer Election Certificate of Eligibility (COE) numbers [r]
- ME PAC Officer Election Meeting Agenda, Minutes, and Sign-in Sheet [r]
- ME PAC Officer Election Roster [r]
- ME PAC Bylaws [r]
- ME PAC Meeting Calendar [r]
- ME PAC Roster with COE [r]



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I-ME 02:

Consultation with Private Schools

For Elementary and Secondary Education Act (ESEA) programs, the LEA consulted with appropriate private school officials during the development of the program concerning:

- (a) Identification of students' needs
- (b and j) What services will be offered for eligible students
- (c and f) Service and program delivery options
- (d) Assessment and improvement of services



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I-ME 02: Consultation with Private Schools (Continued)

- (e) The size and scope of services
- (g) Reasons for not using a contractor preferred by private school officials
- (h) The method and sources of data to determine number low-income private school students from eligible attendance areas
- (i) The right to complain to the CDE



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I-ME 02:

Consultation with Private Schools Document Evidence

- Affirmation signed by participating schools [r]
- Dated notice of ESEA eligibility to private schools in LEA and adjacent LEAs [r]
- LEA Plan [r]



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II-ME 03: Migrant Region Services

The migrant region provides:

- Technical assistance to LEAs according to the service agreement.
- Interagency coordination that improves services to migrant students.
- Direct services required by the service agreement.



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II-ME 03: Migrant Region Services Document Evidence

- LEA Plan [r]
- ME DSA [r]
- ME records of Professional Development Activities for Teachers and Staff as outlined in the DSA/RA [r]



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II-ME 03: Migrant Region Services Document Evidence (Continued)

- ME records of technical assistance and Interagency coordination activities with Federal Program Coordinators; agendas, minutes, and sign-in sheet [r]
- ME RA [r]



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II-ME 04: District Services

The district provides:

- Comprehensive, supplemental services in compliance with state and federal law
- Information to parents
- Support to instructional staff



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II-ME 04:

District Services Document Evidence

- List of ME Students being served by grade level [r]
- ME DSA [r]
- ME Program Needs Assessment [r]
- Single Plan for Student Achievement (SPSA) [r]
- ME letters and notices to parents [r]



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II-ME 04:

District Services

Document Evidence (Continued)

- ME letters and notices to parent in necessary languages as determined by the School Language Census [r]
- ME list of all students in the district by school and grade level (hard copy only) [r]



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II-ME 05

This Item is no longer a part of ME FPM Review.



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II-ME 06: Implements/Monitors LEA Plan

An LEA operating ESEA programs implements and monitors the approved LEA plan.



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II-ME 06:

Implements/Monitors Local Education Agency Plan Document Evidence

- LEA Plan [r]
- LEA Plan that includes ME narrative with student data, services, and program goals [r]
- ME evaluation reports [r]
- SPSA [r]



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II-ME 07: Inventory

The LEA maintains an inventory record for each piece of equipment with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds.

7.1: The school district has conducted a physical check of the inventory of equipment with the past two years and has reconciled the result with inventory records.



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II-ME 07: Inventory (Continued)

The record describes the acquisition by:

Type, model, serial number, funding source, acquisition date, cost, location, and current condition. If equipment is no longer available, provide records of transfer, replacement, or disposition of obsolete or unusable equipment.



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II-ME 07: Inventory Document Evidence

- ME Equipment inventory records [r]



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III-ME 08: Use of Funds

The migrant region and LEA use ME funds only for allowable activities and equipment.



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III-ME 08: Use of Funds Document Evidence

- General Ledger [r]
- ME DSA [r]
- ME Personnel Activity Reports (PAR) [r]



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III-ME 09:

Supplement not Supplant

For the ME, the LEA uses funds only to supplement, and not supplant state and local funds.



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III-ME 09:

Supplement not Supplant Document Evidence

- LEA Plan [r]
- ME DSA [r]
- ME Expenditure Report [r]
- ME Expenditure Reports [r]
- SPSA [r]
- Master School Schedule [r]



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III-ME 09: Supplement not Supplant Document Evidence (Continued)

- ME duty statements; regular school and summer school [r]
- ME LEA summer school records [r]
- ME lesson plans for before and after class and/or Saturday school programs [s]
- ME RA [r]
- ME regular and summer school daily schedules [r]



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III-ME 10: Salaries and Wages

The LEA properly assesses administrative charges for direct or indirect costs.

10.1 Each employee paid in part from a single cost objective and in part from other revenue, or an employee paid from multiple cost objectives, completes a PAR.



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III-ME 10: Salaries and Wages Document Evidence

- ME Expenditure Reports [r]
- ME Payroll Records [r]
- ME PARs [r]
- ME Duty Statements regular year and summer school [r]
- ME Time Accounting Records [r]



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IV-ME 11: Evaluation, Assessment, and Effectiveness

The migrant region and LEA measure migrant student progress against the desired outcomes of the ME and state academic content standards.



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IV-ME 11:

Evaluation, Assessment, and Effectiveness Continued

- 11.1 The LEA completes an individual assessment of the educational and health needs of each migrant student within 30 days of enrollment (and updates annually).
- 11.2 The LEA identifies and addresses the needs of migrant children in coordination with other programs.
- 11.3 The LEA identifies and addresses the needs of migrant children through measurable program goals and outcomes.
- 11.4 The LEA and migrant region use academic assessment results and other pertinent data to improve the academic achievement of students.
- 11.5 The LEA and region evaluate and determine program effectiveness in providing opportunity for migrant students to meet the same challenging State content and performance standards.



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IV-ME 11:

Evaluation, Assessment, and Effect. Document Evidence

- LEA Plan (Associated) [r]
- ME DSA [r]
- ME Program Needs Assessment [r]
- SPSA
- ME Individual Needs Assessment form [r]
- ME Pre and Post formative assessment per the DSA
- ME records of coordination with other state and federal programs [r]



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V-ME 12: Staffing

The migrant region and LEA provide professional development programs and support for teachers and other program staff members regarding the unique needs of migrant students and related to direct, supplemental instruction.

12.1: ME summer school staff members are properly credentialed and have cultural training and understanding of the special needs of migrant children (ESEA Section 1119)



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V-ME 12:

Staffing Document Evidence

- ME roster who provide ME services; regular school year and summer school [r]
- ME records of technical assistance and professional development activities; agendas, and sign-in sheets [r]
- ME staff credentials; regular year and summer school [r]



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VI-ME 13:

Equal Opportunity

The migrant region and LEA provide migrant children with the opportunity to meet state academic content and achievement standards.

- 13.1 The migrant region and LEA provide services required by state and federal laws and regulations.
- 13.2 The LEA provides to migrant program schools general fund services comparable to those provided to other schools.
- 13.3 The migrant region and LEA provide education continuity through the timely transfer of records.



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VI-ME 13:

Equal Opportunity Document Evidence

- ME DSA [r]
- ME samples of migrant students cumulative records (hard copy) [r]
- ME sample of transfer records from MSIX data system [s]
- ME samples of migrant students' class/master schedules [r]



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VI-ME 14:

Private Schools

For participating private schools, the LEA provides equitable educational services and benefits to address the needs of eligible school students, their teachers, and their families.

- (a) Educational services are provided in a timely manner.
- (b) The LEA expends equal per-pupil amounts for services and benefits for private and public school students.
- (c) Education services provided by the LEA are secular, neutral, and non-ideological.
- (d) Teachers participate on an equitable basis in professional development activities.



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VI-ME 14:

Private Schools Document Evidence

- Dated notice to ESEA eligibility to private schools in LEA and adjacent LEAs [r]
- ME multi-funded staff time and funding records for private schools [r]
- ME Private School PAC Announcement [r]
- ME Private School PAC Bylaws [r]



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VI-ME 14:

Private Schools

Document Evidence (Continued)

- ME Private School PAC meeting agendas, minutes, and sign-in sheets [r]
- ME Private School Roster[r]
- ME Professional Development Plan for Private School staff [r]
- ME Third-party service provider contracts [r]



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VII-ME 15: Educational and Other Services

The LEA provides migrant children with the full range of services available from appropriate local, state, and federal education programs.



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VII-ME 15: Educational and Other Services (Continued)

- 15.1 The region and LEA provide a comprehensive, supplementary program to meet the educational, health, and related needs of participating students, as described in the service agreement.



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VII-ME 15: Educational and Other Services (Continued)

15.2 The region and LEA give priority for service (PFS) to migrant children who are failing to meet state academic content standards and whose education was interrupted during the regular school year.



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VII-ME 15: Educational and Other Services (Continued)

- 15.3 The region and LEA coordinate migrant education services with other state and federal programs.
- 15.4 The region and LEA provide a brief individual learning plan, listing services to be provided, to parents annually or on enrollment.
- 15.5 The region and LEA maintain migrant student records for kindergarten through twelfth grade in cumulative record.



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VII-ME 15:

Educational and Other Services Document Evidence

- LEA Plan [r]
- ME list of PFS students [r]
- ME samples of migrant students' cumulative records (hard copy only) [r]
- ME SPSA [r]
- ME Individual students' records of migrant services provided [r]
- ME list of ME students currently enrolled [r]
- ME sample of migrant students' learning records (hard copy only) [r]



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VIII-ME 16: Identification, Recruitment, and Quality Control

This domain and related Items are reviewed only if the district provides Identification and Recruitment (I&R) services. Otherwise, the ME region is responsible and will be reviewed as follows.



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VIII-ME 16: Identification, Recruitment, and Quality Control (Continued)

The LEA has established and implemented a system of quality controls for the proper I&R of eligible migratory children.



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VIII-ME 16:

Identification, Recruitment, and Quality Control (Continued)

16.1 The migrant region and LEA provide comprehensive training to ensure that recruiters and other staff involved in determining the eligibility and in conducting quality control procedures know the requirements for accurately determining and documenting child ME eligibility.



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VIII-ME 16: Identification, Recruitment, and Quality Control (Continued)

- 16.2 The region and LEA have implemented a system that provides for the supervision and annual review and evaluation of the I&R practices of individual recruiters.
- 16.3 The region and LEA have implemented a formal process for resolving eligibility questions and ensuring communication to all local operating agencies.



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VIII-ME 16: Identification, Recruitment, and Quality Control (Continued)

- 16.4 The region and LEA have implemented a process by which an examination by qualified individuals of each COE to verify that each child is eligible for ME.
- 16.5 The region and LEA have implemented a process to validate that eligibility determinations were properly made.



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VIII-ME 16: Identification, Recruitment, and Quality Control Continued

- 16.6 The region and LEA have implemented a documentation process that supports quality control with reviews and evaluations.
- 16.7 The region and LEA have a process for implementing corrective action if the SEA finds COEs that do not sufficiently document eligibility.



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VIII-ME 16:

Identification and Recruitment Document Evidence

- ME DSA [r]
- ME annual evaluation of I&R staff [r]
- ME annual re-interview and verification records [r]
- ME COE verification records [r]



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VIII-ME 16:

Identification and Recruitment Document Evidence (Continued)

- ME Correction action records [r]
- ME Local Quality Control Plan [r]
- ME records of Professional Development Activities for I&R staff [r]
- ME records of supervision of recruiters [r]



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Odds and Ends . . .

- Reminder: If a document is written in Spanish, a verbatim English translation must accompany it (both in California Accountability and Improvement Systems (CAIS) and on-site).
- Reminder: Change CAIS status to “Submit” after all documents are uploaded.
- This PowerPoint presentation will soon be available online.



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Questions?



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Need More Information?

CDE Overview of Migrant Education in California Web page

<http://staging.cde.ca.gov/sp/me/mt/overview.asp>

CDE Compliance Monitoring Web page

<http://www.cde.ca.gov/ta/cr/>



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